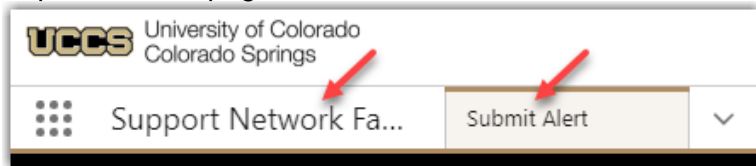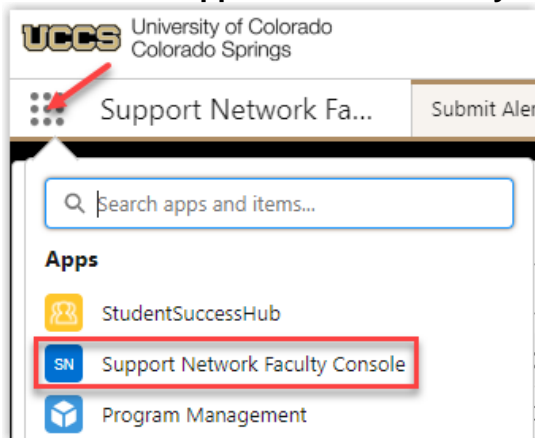University of Colorado
Colorado Springs
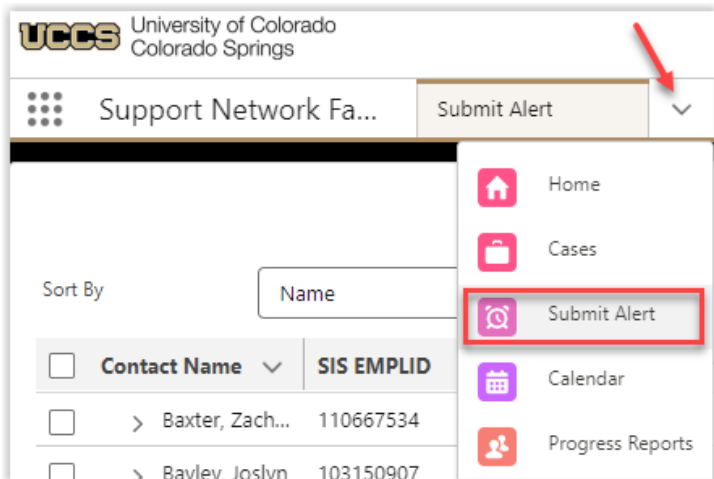
Submit Alert Overview

Navigating to Submit Alert

1. If you are in the Support Network Faculty Console app and on the Submit Alert tab as shown below, skip to the next page.

a. If you are not in the Support Network Faculty Console, click on the tic-tac-toe grid at the upper left and choose **Support Network Faculty Console**.

b. If you are not on the Submit Alert tab, click the drop-down in the tab row and click **Submit Alert**.

Submit Alert Overview

1. The Submit Alert page allows you to sort records by name, student ID, or grade; columns indicate student name, ID number, course offering, and current course grade (as a percentage).

2. To view assignments and grades for a student, click the arrow icon to the left of a student's name.

NOTE: At this time students who withdrew after the census date will still be in your roster. This is planned to be fixed in the future.

3. The expanded view for each student record displays assignment details (if available in Canvas) including title, score (points), points possible, due date, and score (percentage). Click the arrow icon again to close the expanded view

Contact Name ∨	SIS EMPLID ∨	Course Offer... ∨	Course Grade ∨	Assignment ... ∨	Assignment ... ∨	Assignment ... ∨
∨		CHEM-1101-1-C-...	97.59			
				Class Profile Discussion	Jan 18, 2024, 4:59 ...	20.00
				Quiz 1	Jan 21, 2024, 4:59 ...	20.00
				Discussion 'Light Bulbs'	Jan 26, 2024, 4:59 ...	18.00
				Discussion 'E-Waste'	Feb 02, 2024, 4:59...	20.00
				Quiz 2	Feb 04, 2024, 4:59...	20.00

NOTE: Assignments with no score in Canvas may not appear in this expanded view.

4. RECOMMENDED: Set early alert grade thresholds by clicking **Set Default Grade Preference**.

5. Complete the cutoff fields where student scores ≥ Good Cutoff indicate respectable performance and ≤ Poor Cutoff indicate cause for concern and possible early alert, then click **Save**.

Submitting Alerts

Alerts may be submitted based on Course or Assignment grades.

Submit an Alert Based on Course Performance

1. In the filters to the right of the records list use the Course Section drop-down to select a course, then check the box(es) for performance levels you wish to alert and click **Go**.

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*NOTE: The **Missed** filter returns zero results when filtering based on Course.*

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2. Use the top checkbox to select all students in the filtered list or check the students you want to receive the alert, then click **New Alert**.

3. Select a reason (not shown to students) for the alert from the drop-down menu.

Submit an Alert Based on Assignment Performance

1. In the filters on the Submit Alert page, click **Assignment Grade** to filter based on *assignments* rather than course grades, then check the box(es) for performance levels you wish to alert.

2. Click **Set Assignment Filter**.

3. Check the **Active** box next to the desired assignment, then set the Good and Poor cutoff scores and click **Set Assignment Filter**.

4. Check the box next to the student and assignment for the alert and click **New Alert**.

NOTE: Using wireless internet causes slow page loads. Refresh the page if no data has loaded after at least one minute.